



Department of Environmental Protection



One Winter Street Boston, MA 02108 • 617-292-5500

Annual Report & Certification: Permitted Recycling, Composting & Conversion

Fact Sheet & Instructions

Fact Sheet

Under the provisions of 310 CMR 16.05, the owner or operator of a Recycling, Composting or Conversion Operation with a written MassDEP permit is required to submit an annual report and certification to the agency by February 15 each year.

The annual report and certification must be submitted via the Re-TRAC Connect™ online filing system. If you have not used Re-TRAC Connect™ before, you will need to create an account first. **Before attempting to login and complete the certification process, please read the entire [Re-TRAC Connect™ User Guide: Solid Waste Operation Reporting & Certification](#)**  .

After creating an account and accessing the Re-TRAC Connect™ system, you will be prompted to provide operational and organizational information for each operation, select the certification(s) you intend to complete, and verify these submissions. You will then be presented with the annual certification and reporting forms to complete.

For the complete text of the regulation, see: [310 CMR 16.00: Site Assignment Regulations for Solid Waste Facilities](#)

Instructions

- A **Responsible Official** (as defined in 310 CMR 16.02) will complete this certification for the operation.
- Complete the appropriate sections of the form for your type of operation, as directed by Re-TRAC Connect™ prompts.
- At the time of Re-TRAC Connect™ submission, the **Responsible Official** completing this certification should print out and sign a copy of the completed certification for record keeping purposes.
- Remember that it is your responsibility to keep your facility in compliance with environmental protection requirements at all times. You may be subject to enforcement action if you do not comply with the standards.





Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

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Related Links

- [Volume-to-Weight Conversion Factors \(March 2007\)](#)  
For use in calculating tonnages for common recyclable materials.
- [Recycling, Composting & Conversion](#) Notification, certification and permit application forms for recycling, composting, conversion and organic materials management operations.